



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 25 SEPTEMBER 2023 AT 2.00 PM

**NORTH CHAPEL - PORTCHESTER CREMATORIUM, PO16
8NE**

Telephone enquiries to John Haskell, Clerk to the Joint Committee
023 9222 0839

(NB This Agenda should be retained for future reference with the Minutes of this meeting.

The agenda, minutes and non-exempt reports are available to view on-line at www.portchestercrematorium.org)

Membership of the Joint Committee

Gosport Borough Council

Councillor June Cully
Councillor Alan Scard

Fareham Borough Council

Councillor Joanne Burton
Councillor Susan Walker

Havant Borough Council

Councillor Lulu Bowerman
Councillor Liz Fairhurst

Portsmouth City Council

Councillor Lee Hunt
Councillor Hugh Mason

AGENDA

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2023/24 municipal year should therefore be appointed from one of Havant's representatives, and Councillor Lulu Bowerman has been nominated.

3 Declarations of Members' Interests

4 Minutes of the Meeting held on 26 June 2023 (Pages 5 - 8)

Attached.

5 Matters Arising from the Minutes not specifically referred to on the Agenda

6 Clerk's Items

The Clerk to the Joint Committee will report on any matters requiring attention.

7 Memorial Tree Fees and Charges (Pages 9 - 10)

The purpose of the attached report from the Manager and Registrar is to advise that the memorial tree has now been installed, and to recommend the proposed fees and charges for the sale of the memorial maple leaf plaques.

RECOMMENDED that the fees and charges as set out in Appendix A for the sale of maple leaf plaques on the memorial tree be approved.

8 Risk Management (Pages 11 - 18)

The Risk Management Framework and Policy Statement for Portchester Crematorium are subject to annual review. The purpose of the attached report from the Treasurer is to set out updated documents for approval by the Joint Committee.

RECOMMENDED

(1) That the Risk Management Strategic Framework and Policy as set out in Appendices A & B of the report be approved.

(2) That the Risk Management Progress report set out in Appendix C be noted as a source of evidence that the current Risk Management Policy is operating in practice.

9 Replacement of Cremators - Update Report (Pages 19 - 22)

The purpose of the attached report from the Property Manager is to inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

RECOMMENDED

(1) that the Joint Committee notes the progress report for the period June to August 2023;

(2) that authority to settle and approve the terms and conditions of the contract(s) for the construction works to allow for the installation of new cremators and associated equipment be delegated to the Property Manager in consultation with the Treasurer and the Clerk and after consultation with the Chairman of the Joint Committee.

10 Building Repairs and Renewal Programme (Pages 23 - 24)

Report from the Property Manager attached.

RECOMMENDED that the Joint Committee notes the contents of the report.

11 Manager and Registrar's Report (Pages 25 - 26)

- (a) General Statistical Reports attached for June - August 2023**
- (b) Any other items of topical interest.**

12 Crematorium Grounds - General Update (Pages 27 - 28)

A report on Crematorium grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

13 Contract Procedure Rules (Standing Orders) Review (Pages 29 - 40)

The purpose of the attached report from the Clerk to the Joint Committee is to submit for approval a review of the present contract standing orders together with recommendations for textual changes to reflect current best practice.

RECOMMENDED that the Portchester Crematorium Joint Committee Contract Procedure Rules (Standing Orders) revisions set out in Appendix A to the report be approved and adopted.

14 Date of Next Meeting

RECOMMENDED that the Joint Committee next meets at 2pm on Monday 11 December 2023 at Portchester Crematorium.